

**REQUEST FOR QUALIFICATIONS**  
For Architectural Consulting Services

**Douglas County Redevelopment Agency**

**Date Issued:**  
**December 19, 2019**

## **REQUEST FOR QUALIFICATIONS**

### **A: Introduction**

Douglas County Redevelopment Agency is seeking qualifications from qualified Architectural Design Professionals in retaining consultant and planning services for involvement in the Town of Genoa, Re Development Area One Capital Improvement Projects. The delivery method for the project will be the Construction Manager At Risk (CMAR) in accordance with NRS.

### **B: Overview**

It is anticipated that the Architectural Firm(s) selected at the end of the RFQ process will be asked to provide the Douglas County Redevelopment Agency with Consulting Services, to be non-exclusive, consisting of (but not limited to) design, environmental, planning, construction management, surveying, and various architectural services.

The project is the improvements to the Town of Genoa Facilities.

Town Hall Renovations-Review and prioritize building needs including life safety structural, accessibility and MEP.

Town Kitchen- Review existing facilities and appliances for reuse life safety and accessibility.

Town Church- review and evaluate existing foundation for improvements.

This RFQ Process will have three phases:

- RFQ Phase: Architectural firms who submit qualifications in accordance to this RFQ for County review.
- Review/Interview Phase: Once submittals have been reviewed, the top three (3) Firms will be contacted for an interview. Based on the outcome of the interview, DOUGLAS COUNTY REDEVELOPMENT AGENCY will make its decision of which firm(s) they will retain for the above mentioned projects, based on the Selection Criteria detailed below.
- Award/Contact Phase: The selected firm will be notified of the Douglas County Redevelopment Agency's decision by Letter of Intent. (Firms not selected will also be notified in writing.)

**C: Selection Criteria**

Proposals submitted by qualified firms will be evaluated based on the following criteria:

1. General Information (to equal criteria weight of 25%)
2. Experience (to equal criteria weight of 25%)
3. Current Work Load (to equal criteria weight of 25%)
4. Quality Assurance/Quality Control Plan (to equal criteria weight of 25%)

**D: Submittal Instructions**

**Proposals are due on or before January 30, 2020 by 4:00 p.m.**

To be considered for selection, please submit three (3) hard copies of your qualifications and (1) digital copy of your qualifications to the address below by 4:00 p.m. January 30, 2020.

Douglas County Redevelopment Agency  
Attn: Scott McCullough  
1323 Waterloo Lane  
Gardnerville, NV 89410

Proposals shall be delivered in a sealed envelope, marked in the lower left hand corner as directed below:

**REQUEST FOR QUALIFICATIONS FOR:  
ARCHITECTURAL CONSULTING SERVICES  
Douglas County Redevelopment Agency**

DOUGLAS COUNTY REDEVELOPMENT AGENCY will accept questions and/or comments in writing, received by email no later than January 23, 2020. Please provide company name, address, phone number, email address and contact person when submitting inquiries. Please direct all questions to:

Douglas County Redevelopment Agency  
Attn: Scott McCullough  
1323 Waterloo Lane  
Gardnerville, NV 89410  
Cell: 775-790-5212  
Email: [smccullough@douglasnv.us](mailto:smccullough@douglasnv.us)

**E: Terms and Conditions**

1. DOUGLAS COUNTY REDEVELOPMENT AGENCY reserves the right to request clarification of information submitted, and to request additional information from any proposer.
2. DOUGLAS COUNTY REDEVELOPMENT AGENCY reserves the right to award any contract to the next most qualified bidder, if the successful firm does not execute a contract within fourteen (14) days of being awarded the contract.
3. DOUGLAS COUNTY REDEVELOPMENT AGENCY shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting it's response to this RFQ.

Late Proposals:

As a deadline has been issued for submission of proposals, and as proposals will be date and time stamped for accuracy, any proposal received after the due date and time will be returned unopened to the bidder.

Withdrawal of Proposal:

Proposers may request withdrawal of a posted, sealed proposal prior to the scheduled closing date and time provided the request for withdrawal is submitted to Douglas County Redevelopment Agency in writing. No accepted proposals may be withdrawn for a period of sixty (60) calendar days after the scheduled closing date and time.

Taxes:

DOUGLAS COUNTY REDEVELOPMENT AGENCY is exempt from State Use Tax, State Retail Tax, and Federal Excise Tax. The proposal price must be net, exclusive of such taxes.

Federal, State and Local Laws:

All proposers shall comply with all Federal, State and Local laws relative to conducting business in the County of Douglas, including but not limited to licensing, labor and health laws, OSHA, and including NRS 338.10 through 338.180, as amended (<http://search.leg.state.nv.usisquery/irl2883/1/doc>), if applicable. The laws of the State of Nevada shall govern as to the interpretation, validity, and effect of this Request for Proposal, its award, and any contract entered into.

**Attachment A**  
**RFQ Timeline**

<b>Activities</b>	<b>Date</b>
Request for Proposals Issued	12/19/19
Pre-Submittal Meeting (open, not mandatory)	01/16/20
Last day to submit written questions	01/23/20
Final addendum and clarifications issued	01/28/20
Proposals Due	01/30/20
Notification of short-listed Applicants	02/06/20
Interview short listed Applicants	02/13/20
Anticipated selection recommendation of award	02/19/20
Anticipated award date (Approval by BOCC)	03/05/20
Pre-construction contract executed	03/12/20
Design kick-off meeting	03/13/20
Construction commences	10/05/20
Desired construction completion date	06/30/21

Note: These dates are tentative and are subject to revision by the Owner.

The pre-proposal meeting is not mandatory, but highly recommended. The meeting will be held at the Genoa Town Offices, 2289 Main Street, Genoa, on January 16, 2020 at 2:00 p.m. The project manager and Town Manager will be available to review the proposed project scope and walk the sites. However, it remains the sole responsibility of the proposer to review the requirements of the proposal and to meet the mandatory obligations of the submitted RFP.

The official award will be at a Douglas County Redevelopment Agency Board of County Commissioner’s meeting – currently estimated to be the March 5, 2020 meeting. The Douglas County Redevelopment Agency Board of County Commissioner’s decision will be final.

## **ATTACHMENT B: INSURANCE & BONDING REQUIREMENTS**

**To ensure compliance with the contract documents, proposers should forward the following insurance requirements to their Insurance Agent prior to proposal submittal.**

1. Format / Time:

The successful Proposer shall provide owner with Certificates of Insurance for coverage's as listed below, and endorsements affecting coverage required by this proposal within **10 calendar days** after the award by the Owner. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the certificate of insurance, and shall be maintained for the duration of the contract and any renewal periods.

2. Best Key Rating:

The Owner requires insurance carriers to maintain during the contract term, a Best Key Rating of A or higher, which shall be fully disclosed and entered on the certificate of insurance.

3. Owner Coverage:

The Owner, its officers and employees must be expressly covered as additional insured's except on workers' compensation insurance coverages. The successful Bidder's insurance shall be primary as respects the Owner, its officers and employees.

4. Endorsement / Cancellation:

The successful Bidder's general liability insurance policy shall be endorsed to recognize specifically the successful Bidder's contractual obligation of additional insured to Owner and must note that the Owner will be given 30 calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits.

5. Deductibles:

All deductibles and self insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$10,000** without the express written permission of the Owner. Deductibles and self-insurance retentions shall be declared in the certificate(s) of insurance. All deductibles / retentions are the sole responsibility of the Bidder to pay.

6. Aggregate Limits:

If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than **\$2,000,000**.

7. Commercial General Liability:

Subject to paragraph 6 of this attachment, the successful Bidder shall maintain limits of no less than **\$2,000,000** combined single limit per occurrence for bodily injury (including death), personal injury, and property damages. Commercial General Liability coverage shall be on a "per occurrence" basis only, not claims made, and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.

8. Automobile Liability:

Subject to paragraph 6 of this attachment, the successful Bidder shall maintain limits of no less than **\$2,000,000** combined single limit per occurrence for bodily injury and property damage, to include, but not to be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by successful Bidder and **any auto** used for the performance of services under this contract.

9. Workers' Compensation:

The successful Bidder shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes, regardless of whether the successful Bidder has any employees, and regardless of whether the insurer has determined that the successful Bidder is exempt from the provisions of the workers' compensation statutes.

10. Failure to Maintain Coverage:

If the successful Bidder fails to maintain any of the insurance coverages required herein, Owner may withhold payment, order the successful Bidder to stop the work, declare the successful Bidder in breach, suspend or terminate the contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. Owner may collect any replacement insurance costs or premium payments made from the successful Bidder or deduct the amount paid from any sums due the successful Bidder under this contract.

11. Additional Insurance:

The successful Bidder is encouraged to purchase any such additional insurance, as it deems necessary.

12. Damages:

The successful Bidder is required to remedy all injuries to persons and damage or loss to any property of the Owner, caused in whole or in part by the successful Bidder, its subcontractors or anyone employed, directed or supervised by successful Bidder.

13. Cost:

The successful Bidder shall pay all associated costs for the specified insurance. The cost shall be included in the proposal price.

14. Insurance Submittal Address:

All insurance certificates requested shall be sent to:  
Douglas County Redevelopment Agency  
PO Box 218  
Minden, NV 89423  
Within 10 calendar days after award by the Owner.

15. Insurance Form Instructions:

The successful Bidder's Insurance Company representative must fill in the following information:

- a. Insurance Broker's company name, complete address, contacts name, phone and fax numbers.
- b. Successful Bidder's name, complete address, phone and fax numbers.
- c. Insurance Company's Best Key Rating.
- d. Commercial General Liability (Per Occurrence)
  - (1) Policy Number
  - (2) Policy Effective Date
  - (3) Policy Expiration Date
  - (4) General Aggregate (\$2,000,000)
  - (5) Products – Completed Operations Aggregate (\$2,000,000)
  - (6) Personal & Advertising Injury (\$1,000,000)
  - (7) Each Occurrence (\$1,000,000)
  - (8) Fire Damage (\$50,000)
  - (9) Medical Expenses (\$5,000)
- e. Automobile Liability (Any Auto)
  - (1) Policy Number
  - (2) Policy Effective Date
  - (3) Policy Expiration Date
  - (4) Combined Single Limit (\$1,000,000)
- f. Workers' Compensation
- g. Description: Name of Contract (must be identified on the initial insurance form and each renewal form).
- h. Certificate Holder: (The certificate Holder is named as an additional insured.)

Douglas County Redevelopment Agency  
PO Box 218  
Minden, NV 89423
- i. Nevada Resident Agent Signature